

Reduce, Re-use, Recycling Program - Operational Control - 05

A. Significant Environmental Aspect: Generation of recyclable waste during daily activities	B. Activity group: Food Preparation and Eating in Lunchroom Cleaning and Maintaining Office Space Operation of business machines (copiers, printers, faxes); Use of Paper in the Production of Reports and Documents;	Document Control Code: EPA-R3 OC-05-00 Date: See footer below
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1. Title: Reduce, Re-Use, Recycling Program - Operational Control - 05

2. Activities (and corresponding written controls, where applicable):

Occupants of the US EPA Mid-Atlantic Region 3 Office, as a result of their daily activities in the office, will generate various paper and other solid waste. Only waste that can not be recycled should it be disposed of as trash. Occupants should always reduce what they use first, reuse whatever they can, recycle all appropriate materials and then dispose of the remainder as trash.

3. Operational Controls such as technological, operational, procedural (and corresponding written controls, where applicable):

- Employees should re-uses or return to the supply room on the third floor supplies that are in good condition including, three ring binders and other office supplies.
- The Facilities Management Services Branch should ensure each work station has a small trash receptacle and a larger, blue recycling container. Facilities should ensure each conference room has designated recycling containers for paper, glass and plastic bottles and aluminum cans.
- Employees are responsible for separating from the trash and placing in the blue recycling bins all unwanted clean paper (regardless of color) including; newspapers and periodicals, cardboard (including Federal Express packages with plastic envelopes) paperboard and file folders, paper envelopes (including those with envelopes) and wrappings from copier/printer paper.
- Employees should separate from the trash and place in the large, labeled recycling bins in the kitchenette area on each floor; all glass, aluminum cans, and plastic bottles (with a number 1 or 2 inside the triangular recycling logo). These items should be rinsed before being placed in the recycling container.
- Trash and recycling containers will be emptied at the end of each day by the custodial staff. Items placed in the appropriate recycling bins will be recycled. .
- The Computer Services Branch will prepare and the Office of Communications and Government Relations will arrange for the donation of excess computers from the Regional office to schools and other institutions.

4. Maintenance plan(s) for the operational controls and actions to be taken if controls fail:

Re-useable supplies may be returned to the Supply Room by calling (215) 814-3215.

Problems with recycling containers or solid waste may be directed to the Facilities Management and Services Branch at (215) 814-5220. .

The EMS Coordinator or designee may periodically observe and ensure that recyclables are being properly handled by the custodial staff and management by checking the container they use to collect trash and recyclables on each floor.

The EMS Coordinator or designee may periodically check our trash dumpster at the loading dock to look for recyclable materials that may have been co-disposed with the trash as a gauge of the effectiveness of the recycling program.

If this OC fails we will investigate and install additional controls and provide retraining as necessary.

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5. Corresponding Environmental Management Program:

Not Applicable

6.1. Record(s): Emails and other training records Memo on any check of our trash or recycling systems	6.2. Person Responsible and Record Location: EMS Coordinator EMS Coordinator Records will be retained according to Procedure O. Records Management.
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7. Responsibilities: (a. to ensure controls are in place; b. to ensure controls keep working; c. to take action when controls fail; d. to create and keep records relative to operational controls)

7.1 Title	7.2 Responsibility
Chief of Facilities Management and Services Branch EMS or Recycling Coordinator Employees Computer Services Branch and Office of Communications and Government Relations	Responsible for a-d (listed above) Responsible for monitoring recycling program Segregating recyclable paper and cardboard waste generated by their activity and placing such recyclables in blue recycling bins. Reusing supplies in good condition or returning them to the supply room. Segregating recyclable glass, aluminum and plastic containers they use and placing recyclables in labeled recycling bins in the kitchen area. Will prepare and manage the inventory of excess computers and arrange for their donation to schools or other institutions.

8. Competence of operators on the basis of training, education or experience:

The operators in this case would be any occupant of the EPA Region 3 office. Verbal instruction on recycling should be given by the first line supervisor during the training period of a new occupant. Periodically, the EMS Coordinator or designee will remind occupants of this OC in email messages.